



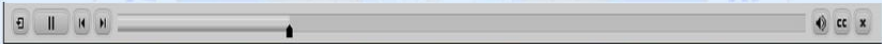
WELCOME

Slide notes: Welcome to the Fourth Circuit Court of Appeals Attorney ECF Training.

### Navigation Instructions

This module includes audio. Please use speakers or headphones to listen along. You can also press the CC button on the playback control bar to view Closed Captioning of the audio presentation.

You can use the playback controls at the bottom of each screen to move forward or backward through the presentation. The bar contains rewind, play/pause, back, forward, mute, close caption buttons.



Playback Control Bar

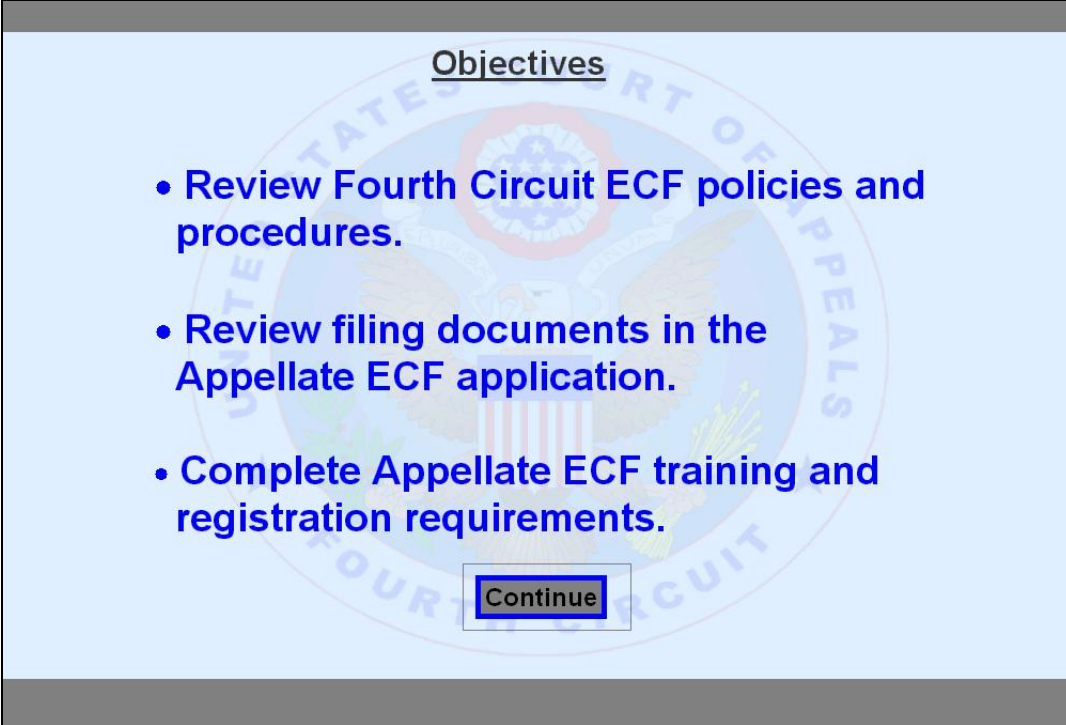
There is also a menu on each page in the upper left corner of each screen. If you move your mouse over the word **MENU**, the menu selections will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or select **Exit** from the menu.

**Start**

## NAVIGATION

Slide notes: Please review the navigation instructions before proceeding. Note that you can click on any web link in this presentation without stopping the presentation. Press the Start button when you are ready to proceed.



Objectives

- Review Fourth Circuit ECF policies and procedures.
- Review filing documents in the Appellate ECF application.
- Complete Appellate ECF training and registration requirements.

[Continue](#)

## OBJECTIVES

Slide notes: Please take a moment to review the objectives for this lesson. Click the Continue button when you are ready to begin.



**Electronic Filing**

**The Court's Administrative Order 08-01, CM/ECF User Manual, and complete information regarding CM/ECF is available on the Court's web site:**

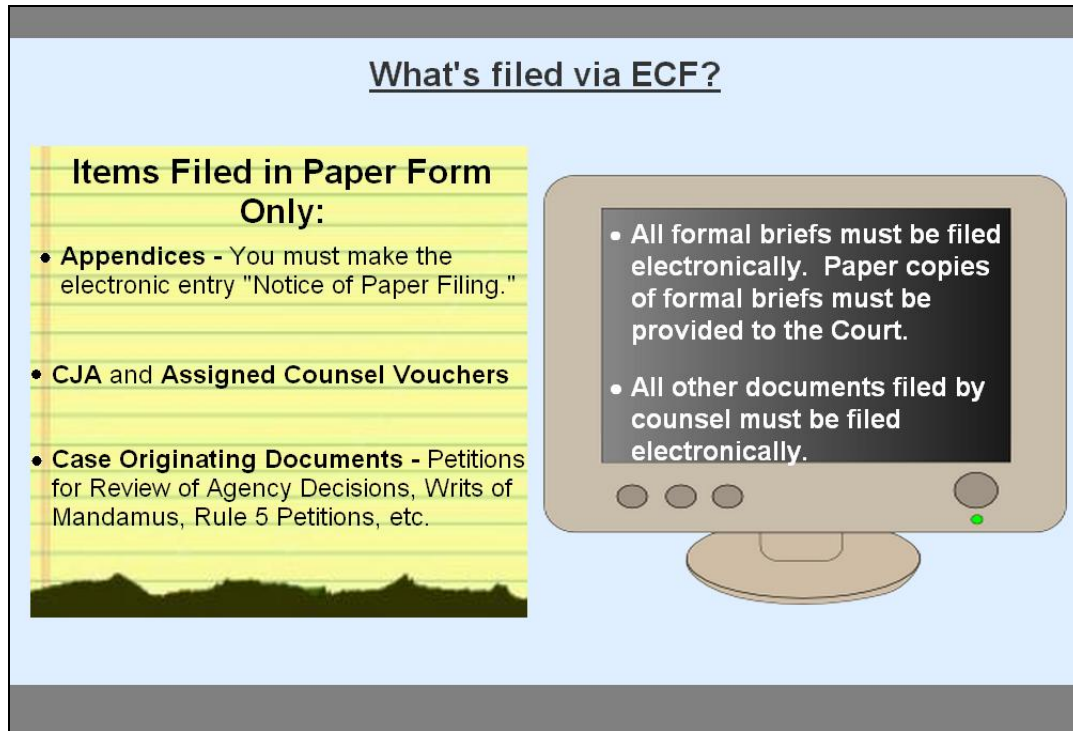
**[www.ca4.uscourts.gov](http://www.ca4.uscourts.gov)**

**The Fourth Circuit requires all attorneys to complete on-line training before their ECF account will be activated.**

**You can reach the Fourth Circuit ECF Helpdesk, Monday through Friday, 8:30am - 5:00pm EST, at 804-916-2767.**

## ELECTRONIC FILING


Slide notes: The Fourth Circuit was the second Appellate Court in the country to implement electronic filing for attorneys. The Court's Administrative Order 08-01 requires all attorneys to file documents electronically as of June 1, 2008. All ECF filers are required to complete Fourth Circuit ECF training before their ECF account will be activated. At the end of this lesson you will be directed to the Fourth Circuit's Review and Certification Form and the Appellate ECF registration web site. Users must answer at least eight out of ten Review questions correctly. Your account will be activated upon receipt of a passing review score and ECF registration.



## WHAT'S FILED

Slide notes: Administrative Order 08-01 directs the electronic filing of documents by attorneys with a few exceptions. Items that must be filed in paper form are, appendices in formally briefed cases, CJA & Assigned Counsel vouchers and case originating documents, for example, Petitions for Review, Writs of Mandamus and Rule 5 Petitions. Formal briefs are filed electronically and you must serve the Court with paper copies, as prescribed by Local Rule 31(d). All other documents must be filed electronically.

### Service



- A Certificate of Service is required by FRAP 25(d). Interactive certificates of service are available on the Court's [Forms and Notices](#) web page.
- Documents containing SEALED material must be filed electronically and served in paper form.
- Documents filed via ECF will be automatically served electronically on all ECF filers associated with the case.
- If an attorney or pro se party is not an ECF filer, counsel must serve paper copies of the filing on them. You can utilize the Attorney Service Preference Report in CM/ECF to determine how participants need to be served.

## SERVICE

Slide notes: Here's some important reminders regarding service of documents filed electronically:

1. A certificate of service is required for all documents filed with the Court.
2. Documents filed via ECF will automatically be served on all ECF registered users associated with the case, except sealed documents, which must be served in paper form to all parties.
3. For any pro se party or counsel who is not an ECF registered user, counsel is responsible for serving documents conventionally.
4. Utilize the Attorney Service Preference Report in CM/ECF to determine how case participants need to be served. Please see the CM/ECF User Manual, which is available on the Fourth Circuit web site, for instructions on how to run the Attorney Service Preference Report.



### Notice of Docket Activity (NDA)

#### NDA Reminders

- A Notice of Docket Activity will be emailed to all ECF registered parties associated with a case at the time the docket entry is completed.
- If counsel was not associated with the case prior to filing, the Court must associate them with the case **BEFORE** they will receive NDAs.
- If your Internet browser's Pop Up Blocker is turned OFF, a Notice of Docket Activity will pop up on your screen at the conclusion of docketing.

Continue

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

The date and time listed on the NDA is the official filing time.

Notice of Docket Activity

The following transaction was entered on 02/19/2009 at 10:56:51 AM EST and filed on 02/19/2009

Case Name: US v. Record Test  
Case Number: 57-5700  
Document(s): Document(s)

Docket Text:  
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John Doe for Record Test [998037547] [57-5700] (JQ)

The following document(s) are associated with this transaction:  
Document Description: Appearance of counsel filed (Local Rule 46(c))  
Original Filename: 584816motion.pdf

Electronic Document Stamp:  
[STAMP: docStamp\_ID=1105645354 [Date=02/19/2009] [FileNumber=998037547-0]  
[3919d479d5ced89b71553d949377ad58c48166e98ee25428dfe03841de92ad0b6b69c52657663e0df89813d84263a3d62e3496f78651c1e1ab522b1d92]]

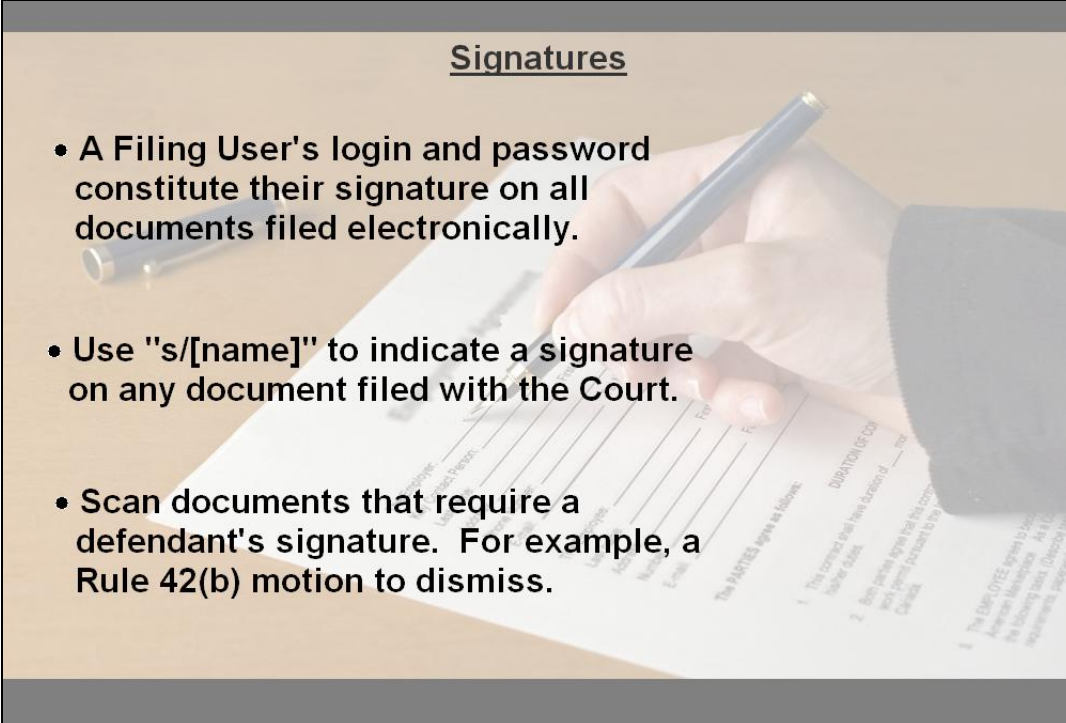
Notice will be electronically mailed to:  
Ms. Quella, Jackie J.: Jackie\_Quella@ca4.uscourts.gov

Notice will be mailed to:  
Doe, John  
FEDERAL CORRECTIONAL INSTITUTION LOW  
P. O. Box 1000  
Petersburg, VA 23804

## NDAs

Slide notes: A Notice of Docket Activity is your proof of filing. The date and time listed on the NDA determines the timeliness of the filing. The NDA contains pertinent information about the filing, including case title and number, a link to the document filed, the docket text and service information. Please review the important NDA reminders.

Press continue when you are ready to proceed.

A background image showing a hand holding a blue pen, signing a document. The document has various fields and text, including "The PARTIES agree as follows:" and "1. The court shall have jurisdiction of this case." The title "Signatures" is centered at the top of the slide.

### Signatures

- A Filing User's login and password constitute their signature on all documents filed electronically.
- Use "s/[name]" to indicate a signature on any document filed with the Court.
- Scan documents that require a defendant's signature. For example, a Rule 42(b) motion to dismiss.

## SIGNATURES

Slide notes: The ECF login and password constitute an attorney's signature on all documents filed electronically, and they should be safeguarded from unauthorized use. If you learn of any breach of security, please contact the Court immediately. Attorneys may delegate the use of their ECF account login information to authorized agents, but counsel is ultimately responsible for filings made using their account.



### Sealed Items

- Documents that contain sealed information must be filed using special events that make the document accessible electronically only to the Court. The two events are:
  - **SEALED DOCUMENT OR MOTION FILED**
  - **SEALED BRIEF FILED**
- Sealed items must be served on opposing parties in paper form.
- Immediately following filing a sealed document, you must file a certificate of confidentiality or motion to seal using the appropriate entry.



### SEALED ITEMS

Slide notes: It is critical that all documents containing sealed material be filed properly. Sealed documents are filed using one of two entries, either Sealed Brief Filed or Sealed Document or Motion Filed. These entries restrict electronic access to Court users only; no one outside of the Court will be able to view the documents via ECF or PACER. Sealed documents must be served conventionally on all parties associated with the case. Please contact the Court if you have any questions regarding filing a sealed document or brief.

**Restricted Access Cases**

Access to electronic documents in Social Security and Immigration cases is restricted.

- Remote public access is limited to the Court's orders and opinions.
- Remote electronic access to all other documents in Social Security and Immigration cases is available only to parties and attorneys associated with the case who are registered CM/ECF users.
- Users must log in to CM/ECF before attempting to view documents in Social Security and Immigration cases.



## RESTRICTED ACCESS

Slide notes: There are two case types which have restricted public access, immigration and social security cases. Court orders and opinions are available electronically to the public via Pacer. All other documents are restricted to electronic access by registered ECF users associated with the case. You must be logged into Fourth Circuit CM/ECF

before attempting to view immigration or social security documents via PACER or the Notice of Docket Activity link.

### Redaction of Personal Data Identifiers

Pursuant to Administrative Order 08-01 - Rule 12, parties must refrain from including or redact personal data identifiers from documents filed with the Court whenever such redaction is required by FRAP 25(a)(5) .

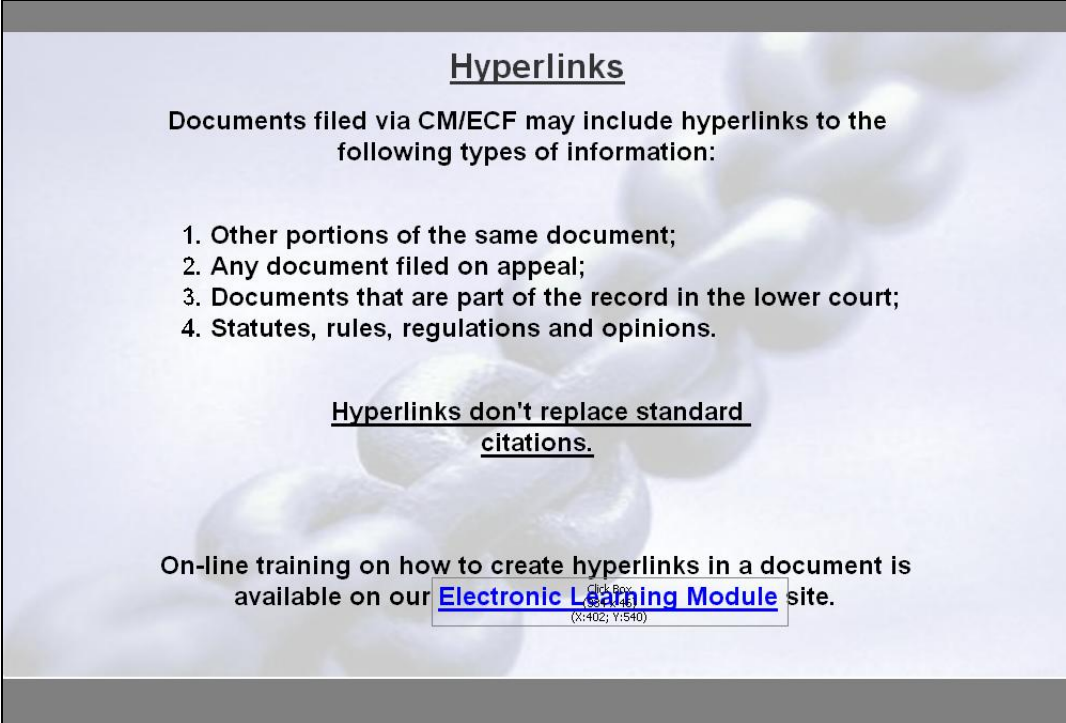
#### Personal Data Identifiers

- Social security numbers
- Names of minor children
- Dates of birth
- Financial account numbers
- Home addresses (in criminal cases)

**NOTE:** The Clerk will not review each pleading for compliance; the responsibility for redacting personal data identifiers rests solely with counsel and the parties.

### PERSONAL IDENTIFIERS

Slide notes: With the exception of sealed documents and documents filed by the parties in immigration and social security cases, documents filed with the Court are available via PACER on the Court's Internet site. Therefore, personal or sensitive information should not be included in documents filed with the Court. Counsel is responsible for ensuring that social security numbers, names of minor children, dates of birth, financial account numbers and home addresses in criminal cases are not included or are redacted in documents filed with the Court.



**Hyperlinks**

Documents filed via CM/ECF may include hyperlinks to the following types of information:

1. Other portions of the same document;
2. Any document filed on appeal;
3. Documents that are part of the record in the lower court;
4. Statutes, rules, regulations and opinions.

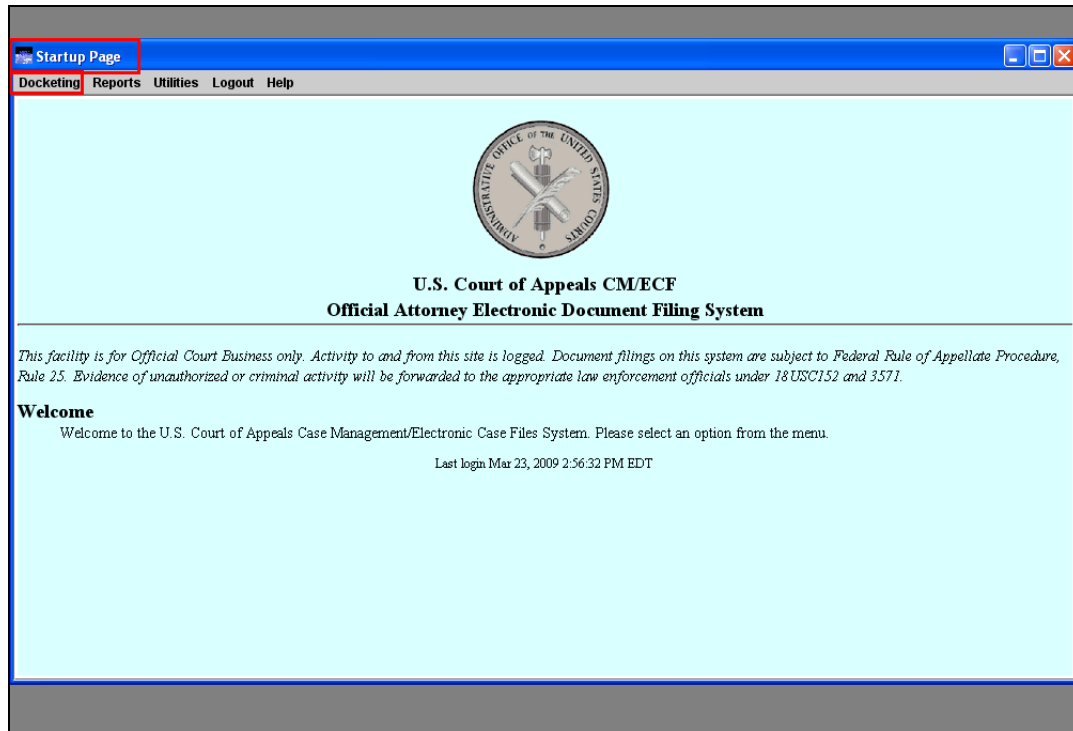
**Hyperlinks don't replace standard citations.**

On-line training on how to create hyperlinks in a document is available on our [Electronic Learning Module](#) site.

Click Box:  
88, 146  
(X:402; Y:540)

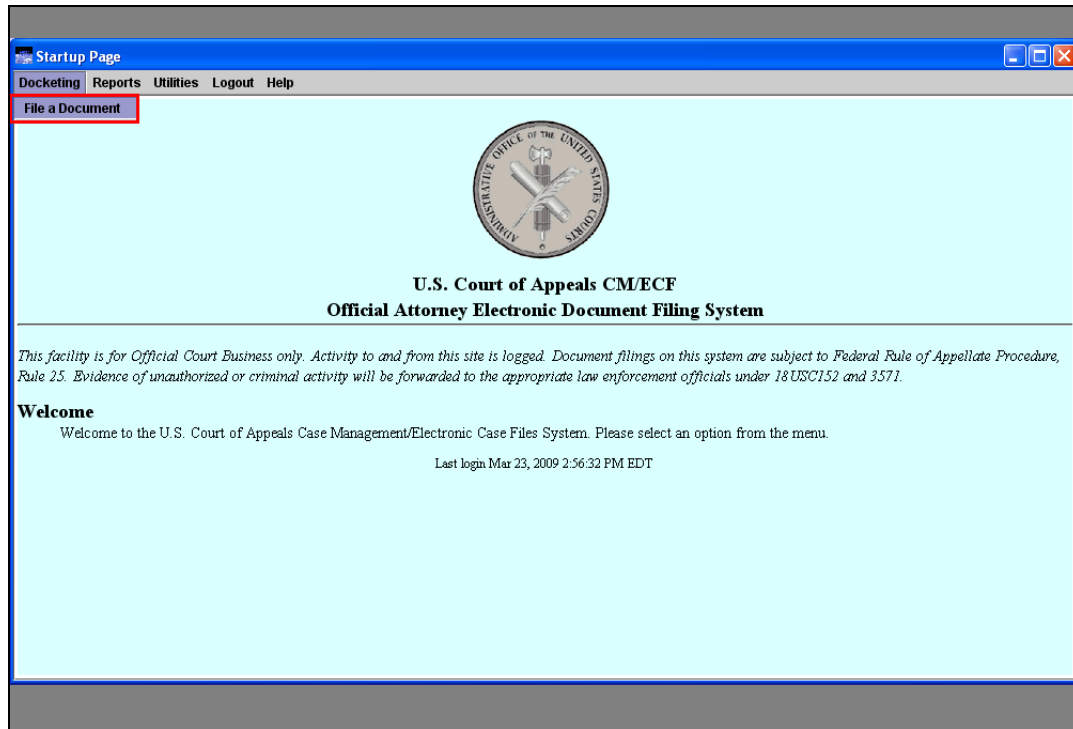
## HYPERLINKS

Slide notes: Counsel may include hyperlinks in documents filed electronically. Hyperlinks do not replace standard citations. If you need assistance with creating hyperlinks, please review the learning modules available on our web site.



## START UP PAGE

Slide notes: Now that we've reviewed the Fourth Circuit ECF policies, let's look at how to complete an ECF filing. This is a demonstration of the ECF application, so you don't need to click or type to advance the presentation. This is the ECF Start-up page. To begin filing, Docketing is selected from the menu bar.



## APPEARANCE OF COUNSEL

Slide notes: Next, File a Document is selected.



**File a Document**

Case: 08-1223 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 03/12/2009

**Please Select Event Group Below**

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings
- ☐ Records

**Select One**

- ☐ Please Select Event
- ☐ SEALED DOCUMENT OR MOTION FILED
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed
- ☐ CJA 23 application (SEALED) to proceed under CJA filed

Uncheck boxes for each case in which this document should not be filed.

Case Selection

- ☒ 08-1223 XYZ, Incorporated v. United States of America (Target Case)

Total: 0 Selected: 0

**Continue**

## Slide 15

Slide notes: On the first page in docketing, we'll type in the case number we want to docket to, then select the Event Group. Once an Event Group is selected, the Events for that category will appear in the right-hand box. In this example, the event group Forms, Notices and Filing Fees has been selected, and we will be docketing the event Appearance of Counsel Filed (Local Rule 46(c)). After selecting the event, clicking the Continue button moves us to the next screen.

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v...
<input type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v...
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v...

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

**PDF Document**

Document: Browse... Description: Main Document

Add Another

Continue Back Cancel

## Slide 16

Slide notes: In every ECF entry, you'll have to indicate which party or parties you are filing on behalf of. This filing is made by the appellants, so first the check box for ABC Corporation is selected.

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

**PDF Document**

Document:  Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 17

Slide notes: Next, the check box for XYZ, Incorporated is selected.

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney:

**PDF Document**

Document:  Browse... Description: Main Document

Add Another

Continue Back Cancel

## Slide 18

Slide notes: Now both appellants have been selected. This entry requests additional information, the name of the attorney filing the appearance of counsel form. Most CM/ECF entries include requests for additional information; when you are filing, please read each request and respond appropriately. In this case we'll type the attorney's name, John Doe, in the available text box.

**CM/ECF Appellate**

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney: John Doe

**PDF Document**

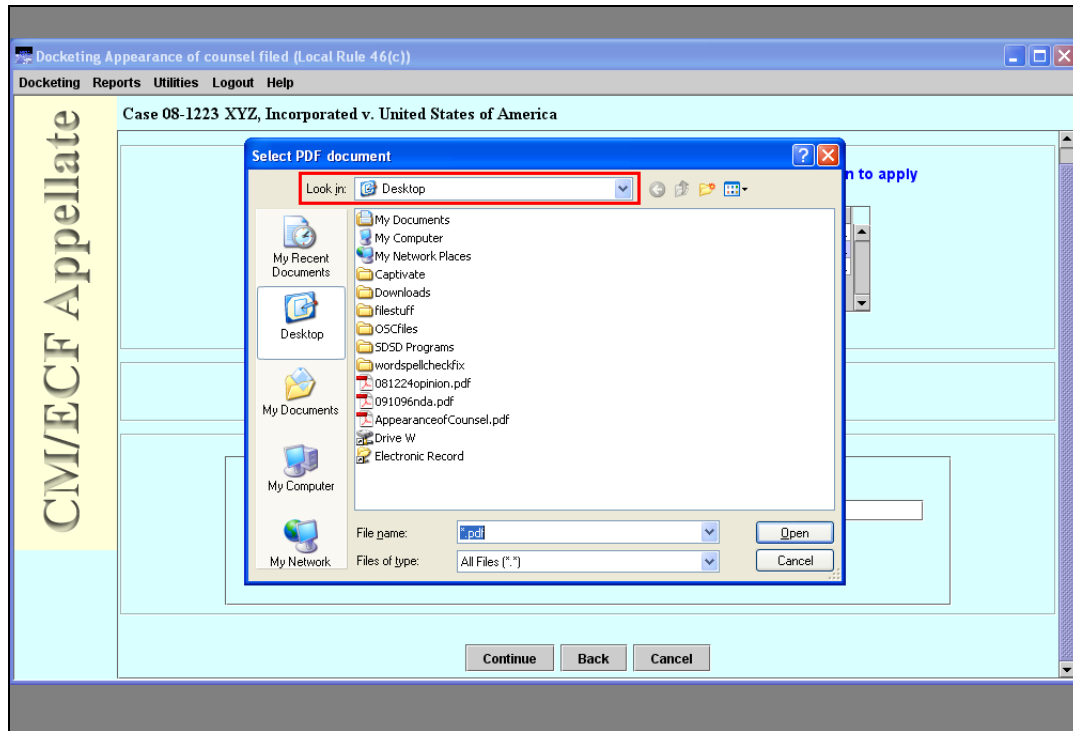
Document:  **Browse...** Description: Main Document

Add Another

Continue Back Cancel

## Slide 19

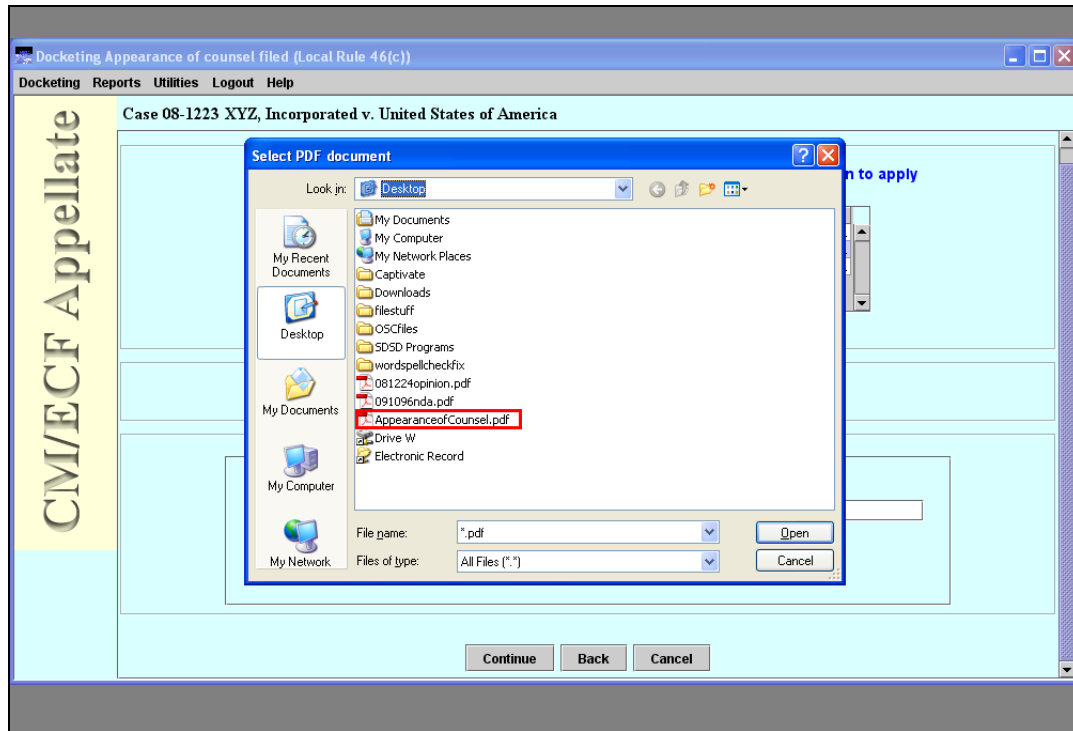
Slide notes: Next, we'll click the Browse button to locate the PDF file we want to attach to this entry. Each document uploaded to CM/ECF must be 2.5 megabytes or smaller. An error message will appear if you fail to upload a document or the document is over the size limitation.



## Slide 20

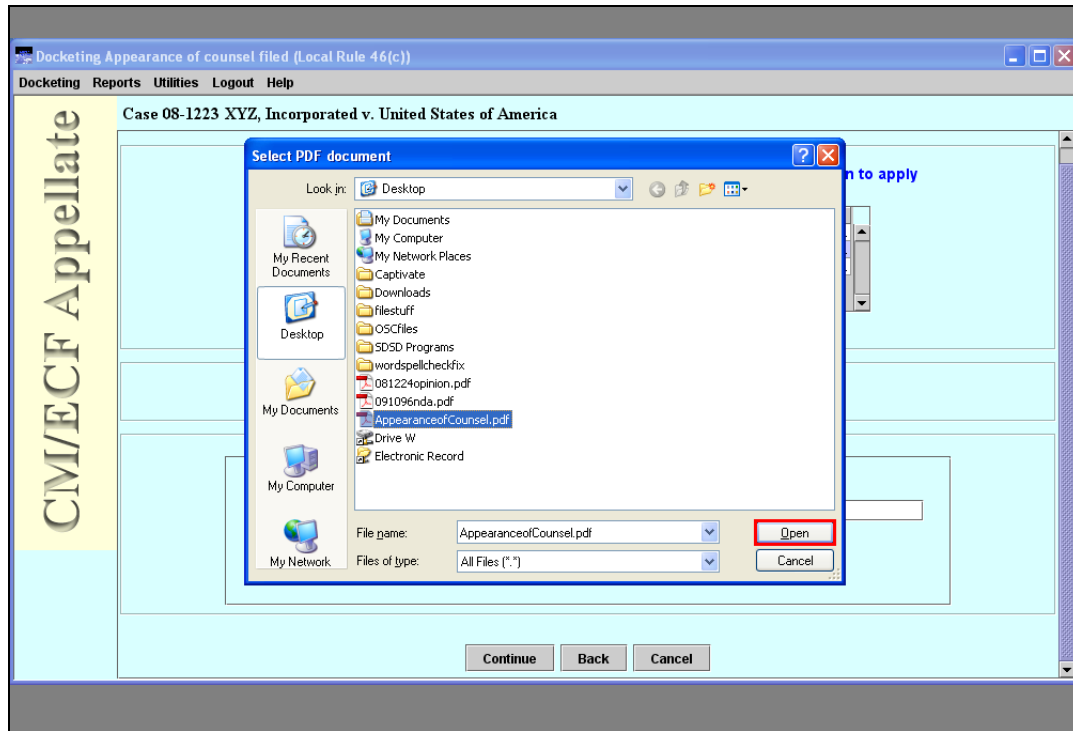
Slide notes: The Select PDF Document dialog box will appear. In this example our document is saved to the Desktop, but you can browse to any available folder to access documents for filing.





Slide 21

Slide notes: To attach a document to an entry, click the document title, in this case AppearanceofCounsel.pdf.



Slide 22

Slide notes: Then we'll click the Open button to upload the selected document to CM/ECF.

**CME/ECF Appellate**

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney: John Doe

**PDF Document**

Document: topAppearanceofCounsel.pdf Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 23

Slide notes: If you have more than one document to attach to an entry, click the Add Another button.

**Docketing Appearance of counsel filed (Local Rule 46(c))**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Additional Information**

Name of Attorney: John Doe

**PDF Document**

Document: topAppearanceofCounsel.pdf Browse... Description: Main Document

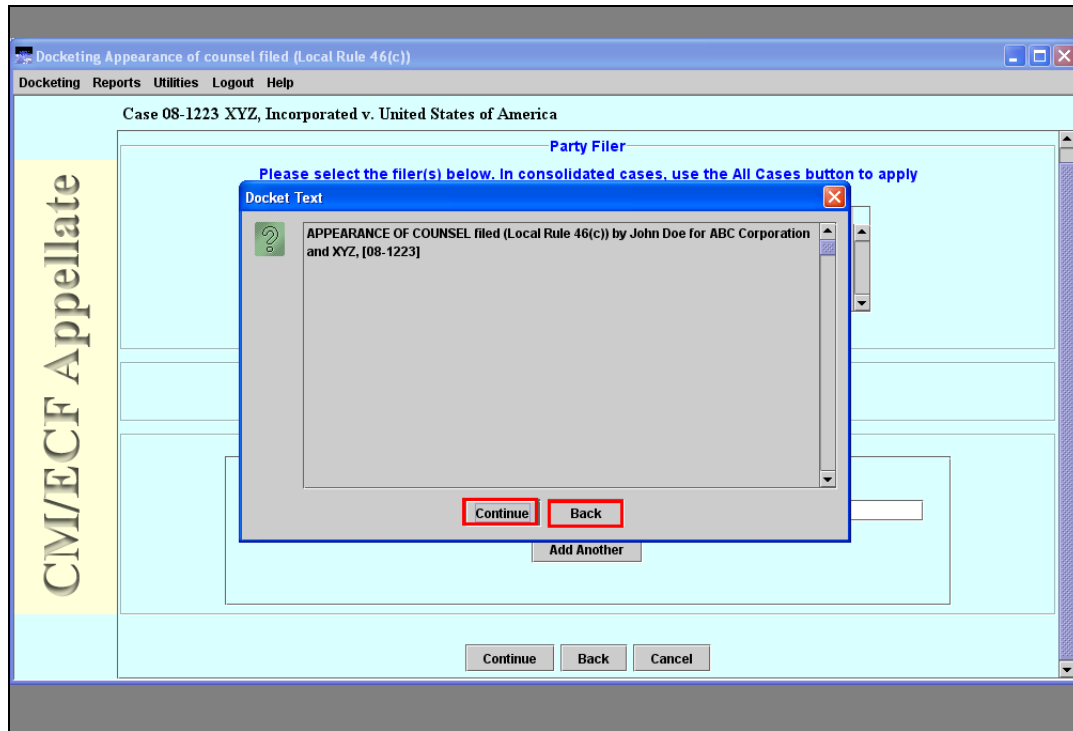
Document: Browse... Description:

Add Another

Continue Back Cancel

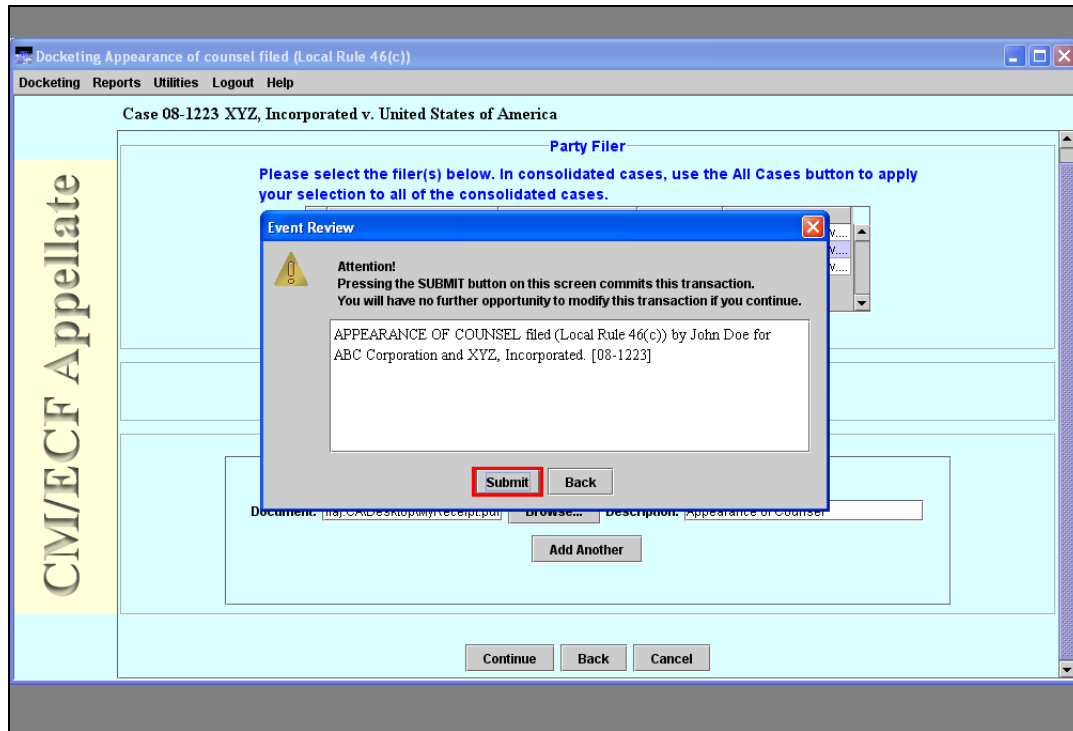
## Slide 24

Slide notes: After clicking Add Another, you will have the opportunity to upload a second document. You can upload as many individual files as you want as long as the total file size does not exceed 25 megabytes. Once all the necessary files are attached to the entry, clicking the Continue button will move us to the next screen.



## Slide 25

Slide notes: Next, the Docket Text dialog box appears. This is our opportunity to read the text to confirm that we've selected the correct parties and answered all additional information requests appropriately. If any information is incorrect or missing, we would click the Back button to make changes. Our information is correct, so we'll click Continue to proceed.



## Slide 26

Slide notes: The system gives us one last chance to review the docket text. Again, if anything was incorrect, we'd click the Back button. To finalize the entry, we'll click Submit.



**Case 08-1223 XYZ, Incorporated v. United States of America**

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

**Event Docketed**

The docketed transaction has been completed.

OK

**PDF Document**

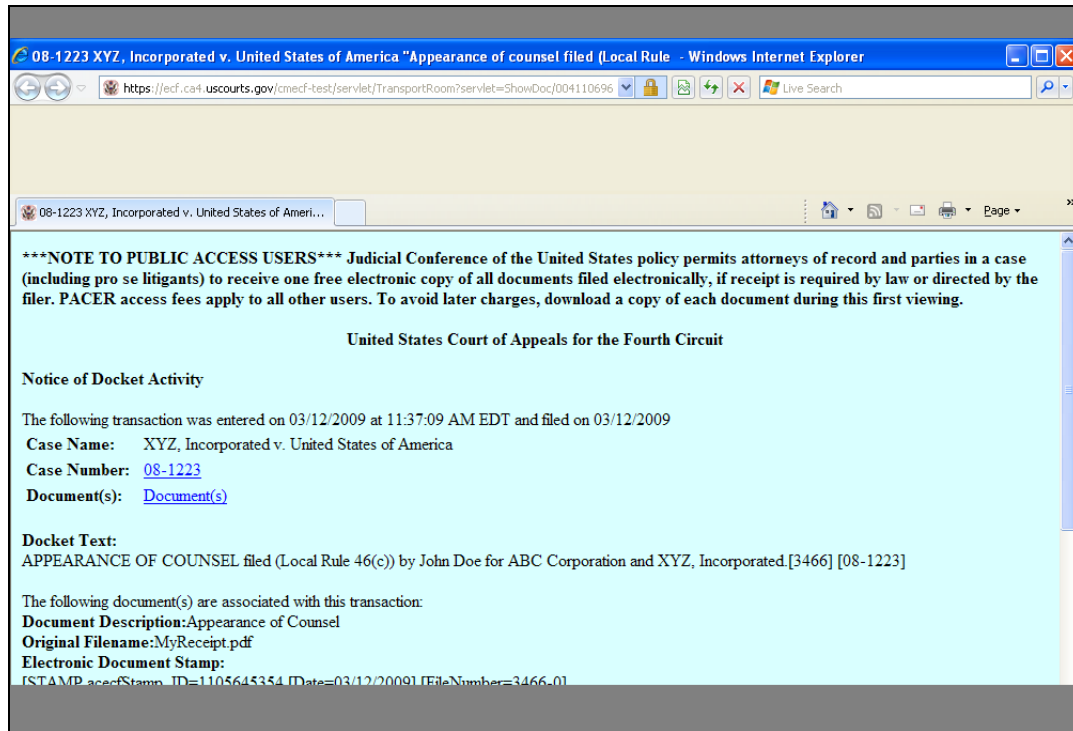
Document: \\aj.CA\Desktop\MyReceipt.pdf Browse... Description: Appearance of Counsel

Add Another

Continue Back Cancel

## Slide 27

Slide notes: Once the entry has been successfully docketed, the Event Docketed dialog box will appear on the screen. We'll click OK to complete the entry.



## Slide 28

Slide notes: If you have pop-up blockers turned off in your Internet browser, the Notice of Docket Activity will launch on your screen. At the same time, the Notice of Docket Activity will be emailed to the Court and all ECF Users associated with the case, including counsel filing the document.

Docketing Please Select Event

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

## File a Document

Case: 08-1223 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: April 15, 2009

☒ Please Select Event Group Below

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgment
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Select One

☒ Please Select Event

Uncheck boxes for each case in which this document should not be filed.

Case Selection

☒ 08-1223 XYZ, Incorporated v. United States of America (Target Case)

## SEALED MOTION

Slide notes: After closing the Notice of Docket Activity for our last filing, CM/ECF brings us back to the File a Document screen with our case already selected. Next, we are going to file a Motion for Extension of Time that includes sealed material. Remember, any document containing sealed material must be filed using the appropriate sealed entry, either Sealed Document or Motion Filed or Sealed Brief Filed.

The screenshot shows a web browser window titled "Docketing Please Select Event". The main heading is "File a Document". The case name is "Case 08-1223 XYZ, Incorporated v. United States of America". The filed date is "April 15, 2009". The interface has two main columns. The left column, under the heading "Please Select Event Group Below", lists several categories: "Forms, Notices & Filing Fees", "Motions, Responses & Replies", "Briefing Documents", "Argument Notices & Acknowledgment", "Judgments", "Rehearing Petitions & Answers", "Bills of Cost & Objections", and "Other, Sealed & Paper Filings". The "Motions, Responses & Replies" category is highlighted with a red box. The right column, under the heading "Please Select Event", is currently empty. At the bottom, there is a "Case Selection" section showing the selected case: "08-1223 XYZ, Incorporated v. United States of America (Target Case)".

## Slide 30

Slide notes: The entry Sealed Document or Motion Filed is listed under several event categories including, Forms, Notices & Filing Fees; Motions, Responses & Replies; and Other,

Sealed & Paper Filings. Any of these categories can be selected, the key is to select the correct event from the right-hand box. In this example, we'll select the event category Motions, Responses & Replies.

The screenshot shows a web browser window titled "Docketing Please Select Event". The page header includes "Docketing Reports Utilities Logout Help". The case name "Case 08-1223 XYZ, Incorporated v. United States of America" is displayed at the top. The main heading is "File a Document". Below this, the "Case" field contains "08-1223" and a prompt "Enter case number as yy-mmm (e.g., 05-2475)". The "Filed Date" is "April 15, 2009". On the left, a vertical banner reads "CME/ECF Appellate". A list of event groups is shown: "Please Select Event Group Below", "Forms, Notices & Filing Fees", "Motions, Responses & Replies" (selected), "Briefing Documents", "Argument Notices & Acknowledgment", "Judgments", "Rehearing Petitions & Answers", "Bills of Cost & Objections", and "Other, Sealed & Paper Filings". To the right, under "Select One", a list of events is provided: "Please Select Event", "SEALED DOCUMENT OR MOTION FILED" (highlighted with a red box), "CJA 23 application (SEALED) to proceed under CJA filed", "Consent/stipulation filed", "IFP application to proceed in forma pauperis filed (restricted access)", "MOTION FILED", "PLRA application to proceed under Prison Litigation Reform Act filed", "REPLY FILED", "RESPONSE/ANSWER FILED", "Response/with combined motion filed", and "Transcript extension request filed (court reporter)". A note states "Uncheck boxes for each case in which this document should not be filed." Below this, a "Case Selection" dropdown shows "08-1223 XYZ, Incorporated v. United States of America (Target Case)".

Slide 31

Slide notes: From the event list, we'll select Sealed Document or Motion Filed.

**CME/ECF Appellate**

Docketing SEaled DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Event Selection**

- ☐ Please Select Event Group Below
- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgment
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

**Event Selection**

- ☐ Please Select Event
- ☒ SEALED DOCUMENT OR MOTION FILED
- ☐ C.JA 23 application (SEALED) to proceed under C.JA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed (restricted access)
- ☐ MOTION FILED
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ REPLY FILED
- ☐ RESPONSE/ANSWER FILED
- ☐ Response/with combined motion filed
- ☐ Transcript extension request filed (court reporter)

Uncheck boxes for each case in which this document should not be filed.

**Case Selection**

- ☒ 08-1223 XYZ, Incorporated v. United States of America (Target Case)

Total: 0 Selected: 0

**Continue**

Slide 32

Slide notes: Next, we'll click continue at the bottom of the screen.

Docketing SEALED DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Document Title:

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Relief**

704i

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description: Apply

**Selected Reliefs**

Entry	Cases
-------	-------

Up Down Remove

Slide 33

Slide notes: The first additional information request asks us to type in the Document Title. For this example, we'll type Motion for Extension of Time.

**CM/ECF Appellate**

Docketing SEALED DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Document Title:  
Motion for Extension of

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v...
<input type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v...
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v...

Display All Parties All Cases Select All Clear All

**Relief**

704i

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description: Apply

**Selected Reliefs**

Entry	Cases
-------	-------

Up Down Remove

Slide 34

Slide notes: Next, we'll select the parties we are filing on behalf of, appellants ABC Corporation and XYZ, Incorporated.



**CM/ECF Appellate**

**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Document Title:  
Motion for Extension of Time

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Relief**

704i

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description:

**Selected Reliefs**

Entry	Cases

Up Down Remove

## Slide 35

Slide notes: The Relief section of this entry is where we'll indicate what type of motion we are filing. You will always have to select at least one relief each time you file a motion. If we were filing a sealed document rather than a sealed motion with this entry, we would skip the relief section. To select a relief, we'll click the drop down arrow under description.

**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

**Case 08-1223 XYZ, Incorporated v. United States of America**

**Additional Information**

Document Title:  
Motion for Extension of Time

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Relief**

7041

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description: [dropdown] Apply

Entry

Abeyance (Local Rule 12(d))  
Accelerate case processing  
Additional argument time (Local Rule 34(d))  
Adopt  
Affirm decision on appeal  
Affirm in part decision on appeal

## Slide 36

Slide notes: An alphabetical list of all available reliefs appears. We'll scroll down the list until we locate "Extend Filing Time." If you are unsure which relief to select, please contact the Clerk's office for assistance.

**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Document Title:  
Motion for Extension of Time

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Relief**

704i

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description: [ ] Apply

Expedite decision

**Extend filing time**

File addendum/attachment

File amicus curiae brief (FRAP 29(e))

File corrected document

File ex parte document

File formal brief

Slide 37

Slide notes: Once the appropriate relief is located, we'll double click to select.

The screenshot shows the 'CM/ECF Appellate' web application. The title bar reads 'Docketing SEALED DOCUMENT OR MOTION FILED'. The menu bar includes 'Docketing', 'Reports', 'Utilities', 'Logout', and 'Help'. The main header displays 'Case 08-1223 XYZ, Incorporated v. United States of America'. Below this is the 'Additional Information' section with a 'Document Title' field containing 'Motion for Extension of Time'. The 'Party Filer' section prompts the user to select filer(s) and includes a table with the following data:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Buttons below the table are 'Display All Parties', 'All Cases', 'Select All', and 'Clear All'. The 'Relief' section, labeled '704i', contains instructions and a form with 'Category' (set to '(all reliefs)'), 'Description' (set to 'Extend filin...'), and an 'Apply' button. Below this is the 'Selected Reliefs' section with a table for 'Entry' and 'Cases', and buttons for 'Up', 'Down', and 'Remove'.

Slide 38

Slide notes: The relief will now appear in the description box. We'll click the Apply button to confirm our selection.

**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

**Case 08-1223 XYZ, Incorporated v. United States of America**

**Additional Information**

Document Title:  
Motion for Extension of Time

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Corporation	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input checked="" type="checkbox"/> XYZ, Incorporated	Appellant-Plaintiff	08-1223	XYZ, Incorporated v....
<input type="checkbox"/> United States of America	Appellee-Defendant	08-1223	XYZ, Incorporated v....

Display All Parties All Cases Select All Clear All

**Relief**

704i

If this is a motion, find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category: (all reliefs) Description: Apply

**Selected Reliefs**

Entry	Cases
Extend filing time	08-1223

Up Down Remove

Slide 39

Slide notes: The relief will appear in the Selected Reliefs box.

**CM/ECF Appellate**

Docketing SEALED DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

Display All Parties All Cases Select All Clear All

**Relief**

704i  
If this is a motion, find desired relief using drop-down boxes; click Apply to select relief.  
Repeat as needed to find more reliefs. If this is not a motion, skip this section.

Category Description Apply  
(all reliefs)

**Selected Reliefs**

Entry	Cases	
Extend filing time	08-1223	Up Down Remove Clear All

Total: 1

Continue Back Cancel

Slide 40

Slide notes: We'll click Continue to proceed.

Docketing SEaled Document or Motion Filed

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Filed Ex parte?

'Please Select'

Y

N

589i: Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date:

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☐ Email ☐ Clerk

**PDF Document**

Document:   Description:

**NOTE**

230i: Unless Court has previously granted leave to file document under seal.

## Slide 41

Slide notes: The next screen requires answers to a number of additional information requests and the uploading of our motion in PDF form. First, we'll answer if the motion is being filed ex parte. In this example, we'll select "N" for No.

**CM/ECF Appellate**

Docketing SEALED DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Filed Ex parte?

**NOTE**

589i: Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date:

☐ US Mail ☐ Fax  
☐ Hand ☐ 3rd Party  
☐ Email ☐ Clerk

**PDF Document**

Document:   Description:

**NOTE**

230i: Unless Court has previously granted leave to file document under seal.

## Slide 42

Slide notes: Next, we'll enter the date we are serving the motion on opposing counsel. This should be the same day you are completing the filing. We'll enter 04/15/09.



**CM/ECF Appellate**

Docketing SEALED DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Filed Ex parte?

**NOTE**

589i:  
Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date: 04/15/2009

☒ US Mail ☐ Fax  
☐ Hand ☐ 3rd Party  
☐ Email ☐ Clerk

**PDF Document**

Document:   Description:

**NOTE**

## Slide 43

Slide notes: Next, we must indicate how service will be accomplished. Since we are filing a sealed document, service must be made outside of CM/ECF so US Mail or Hand delivery should be selected. We'll choose US Mail.

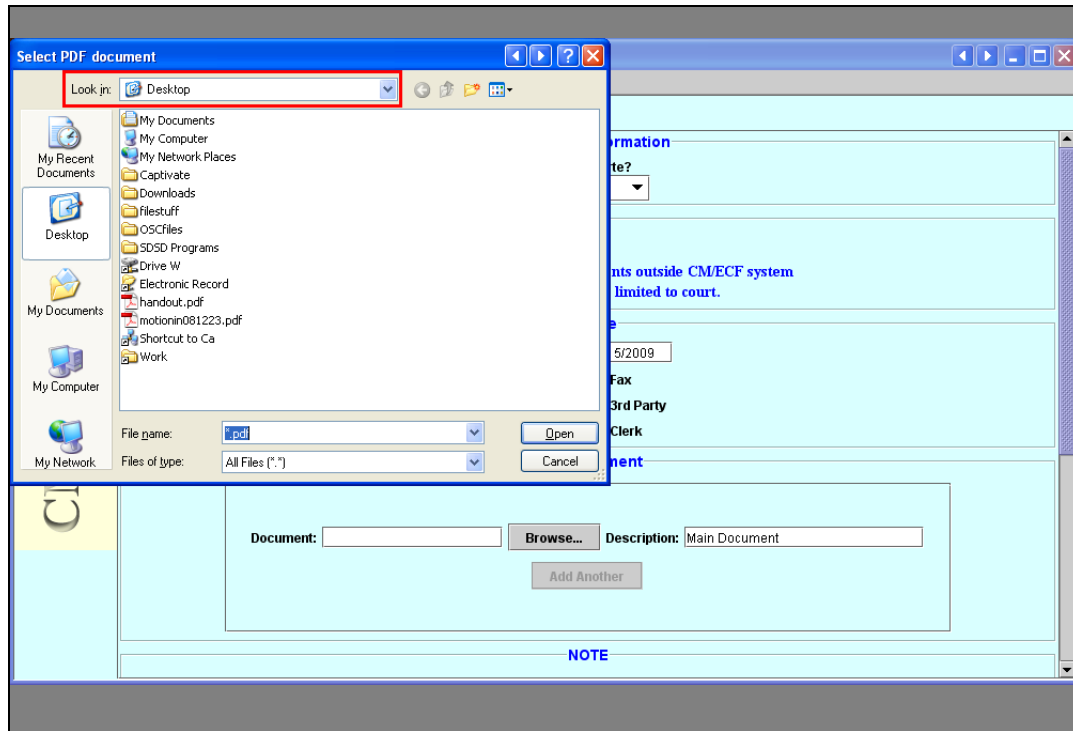
The screenshot shows a web application window titled "Docketing SEALED DOCUMENT OR MOTION FILED". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical yellow banner with the text "CM/ECF Appellate". The main content area is light blue and contains the following sections:

- Case 08-1223 XYZ, Incorporated v. United States of America**
- Additional Information**
  - Filed Ex parte?
- NOTE**

589i:  
Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.
- Service**
  - Service Date:
  - ☒ US Mail ☐ Fax
  - ☐ Hand ☐ 3rd Party
  - ☐ Email ☐ Clerk
- PDF Document**
  - Document:  **Browse...** Description:
  -
- NOTE**

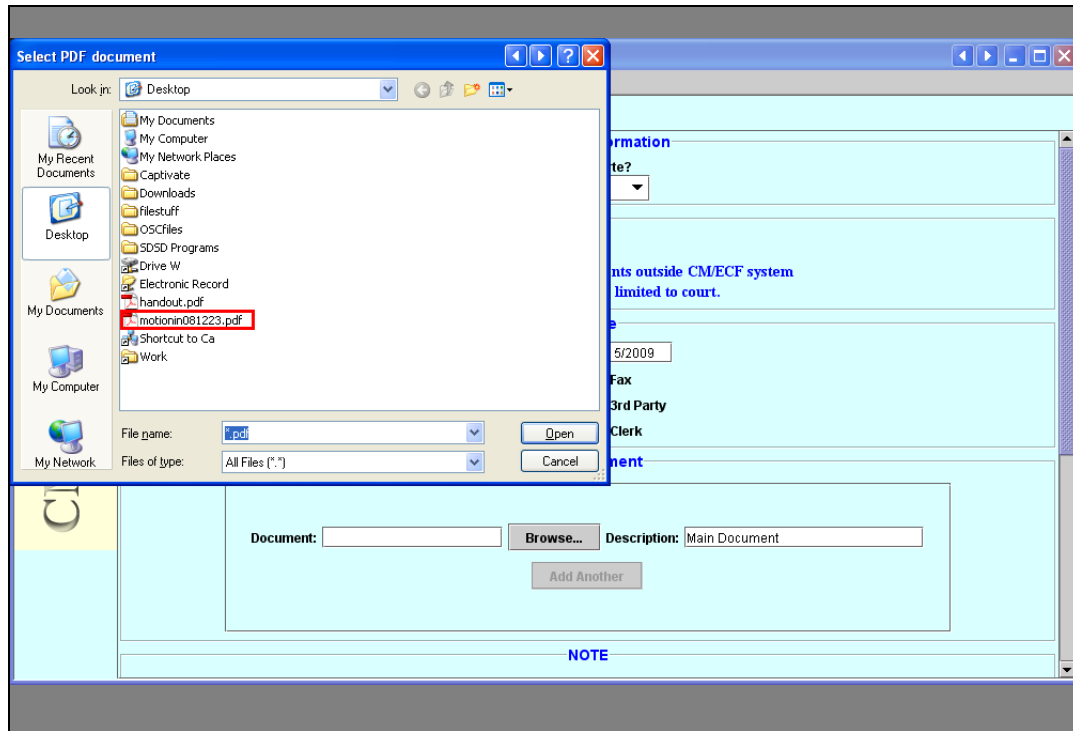
Slide 44

Slide notes: Next, we'll click the Browse button to locate the PDF file we want to attach to this entry.



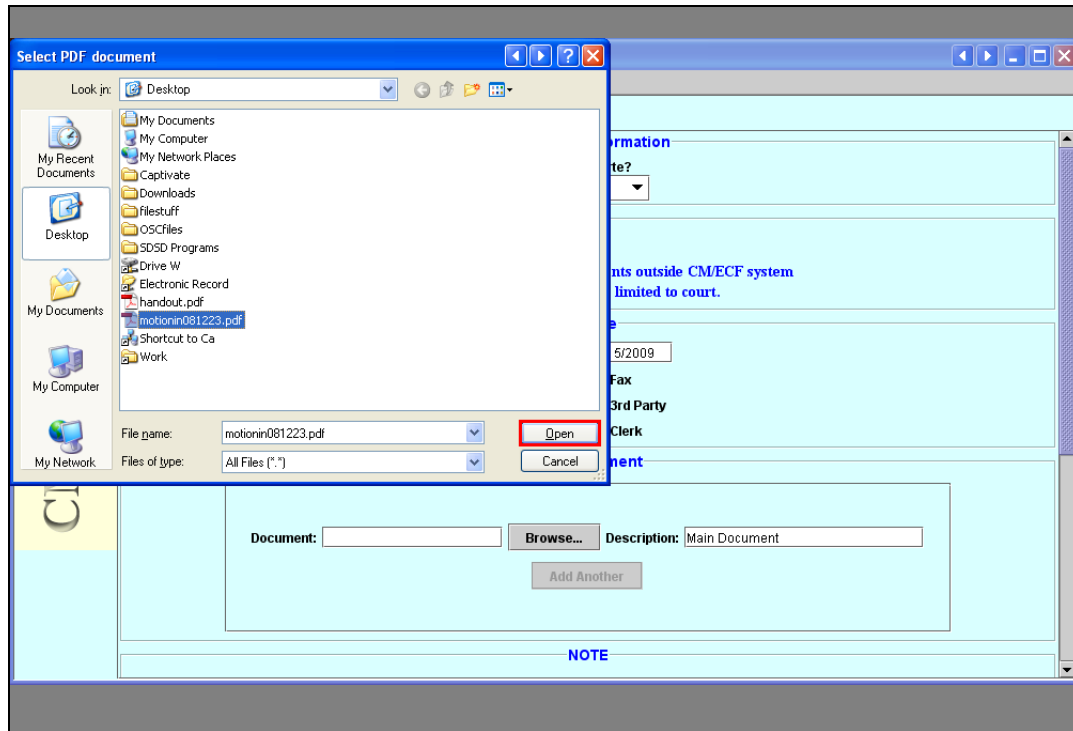
## Slide 45

Slide notes: The Select PDF Document dialog box will appear. In this example our document is saved to the Desktop, but you can browse to any available folder to access documents for filing.



Slide 46

Slide notes: To attach a document to an entry, we'll click on the document title, in this case Motionin081223.pdf.



Slide 47

Slide notes: Then we'll click the Open button to upload the selected document to CM/ECF.

**CM/ECF Appellate**

Docketing SEALED DOCUMENT OR MOTION FILED

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Filed Ex parte?

**NOTE**

589i: Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date: 04/15/2009

☐ US Mail ☐ Fax  
☐ Hand ☐ 3rd Party  
☒ Email ☐ Clerk

**PDF Document**

Document: \\Desktop\\motionin081223.pdf Browse... Description: Main Document

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal.

## Slide 48

Slide notes: The document path for the selected PDF file appears in the Document text field. By default, the description is listed as Main Document, we can change the description by simply highlighting the text and typing our own description.

**CM/ECF Appellate**

**Docketing SEALED DOCUMENT OR MOTION FILED**

Case 08-1223 XYZ, Incorporated v. United States of America

**Additional Information**

Filed Ex parte?

**NOTE**

589i: Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date: 04/15/2009

☐ US Mail ☐ Fax  
☐ Hand ☐ 3rd Party  
☒ Email ☐ Clerk

**PDF Document**

Document: \Desktop\motionin081223.pdf  Description: Sealed Motion for Extension of Time

**NOTE**

230i: Unless Court has previously granted leave to file document under seal.

Slide 49

Slide notes: In this example, we'll describe the document as "Sealed Motion for Extension of Time."

**Docketing SEALED DOCUMENT OR MOTION FILED**

ocketing Reports Utilities Logout Help

**Case 08-1223 XYZ, Incorporated v. United States of America**

**CM/ECF Appellate**

**Additional Information**

Filed Ex parte?  
N

**NOTE**

589i: Counsel must serve sealed documents outside CM/ECF system since system access to document is limited to court.

**Service**

Service Date: 04/15/2009

☐ US Mail ☐ Fax  
☐ Hand ☐ 3rd Party  
☒ Email ☐ Clerk

**PDF Document**

Document: \Desktop\motionin081223.pdf Browse... Description: Sealed Motion for Extension of Time

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal.

Slide 50

Slide notes: Changing the default description for a document allows users to easily identify documents when they are viewing them from the docket sheet.



**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

Document:  Browse... Description:

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal, document must be accompanied by certificate of confidentiality or motion to seal. [Local Rule 25(c)].

sealed document/mot filed/-/extend filing time

Additional Information

Extension to file what? Type in next text box if not in dropdown list.

Additional Information

If nothing selected from dropdown list type reason for ext. in text box below:

Additional Information

Until:

Continue Back Cancel

## Slide 51

Slide notes: Please read the note included in this entry. You must separately file a certificate of confidentiality or motion to seal whenever you file a sealed motion, document or brief.

**CME/ECF Appellate**

Docketing SEaled DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

Document:  Browse... Description:  Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal, document must be accompanied by certificate of confidentiality or motion to seal. [Local Rule 25(c)].

**sealed document/mot filed/-/extend filing time**

**Additional Information**

Extension to file what? Type in next text box if not in dropdown list.

**Additional Information**

If nothing selected from dropdown list type reason for ext. in text box below:

**Additional Information**

Until:

Continue Back Cancel

## Slide 52

Slide notes: Next, there are more Additional Information questions. First, we must indicate what type of extension we are seeking. By clicking the drop down arrow, we are provided with a list of items that we may choose from.

**Docketing SEALED DOCUMENT OR MOTION FILED**

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

Document: \\Desktop\\motionin081223.pdf Browse... Description: Sealed Motion for Extension of Time

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal, document must be accompanied by certificate of confidentiality or motion to seal. [Local Rule 25(c)].

**sealed document/mot filed/-/extend filing time**

**Additional Information**

Extension to file what? Type in next text box if not in dropdown list.

If nothing selected

opening brief

opening brief and appendix

opening/response brief

appendix

response brief

response/reply brief

reply brief

text box below:

Continue Back Cancel

Slide 53

Slide notes: We'll select opening brief and appendix by clicking once.

**CM/ECF Appellate**

Docketing SEaled DOCUMENT OR MOTION FILED

Docketing Reports Utilities Logout Help

Case 08-1223 XYZ, Incorporated v. United States of America

Document: \Desktop\motionin081223.pdf Browse... Description: Sealed Motion for Extension of Time

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal, document must be accompanied by certificate of confidentiality or motion to seal. [Local Rule 25(c)].

sealed document/mot filed/-/extend filing time

**Additional Information**

Extension to file what? Type in next text box if not in dropdown list.

opening brief and appendix

**Additional Information**

If nothing selected from dropdown list type reason for ext. in text box below:

**Additional Information**

Until:

Continue Back Cancel

## Slide 54

Slide notes: The next additional information request asks us to type in an answer if we did not select something from the drop down menu. Since we selected opening brief and appendix, we can skip this box. Finally we must enter how long of an extension we are seeking.

Docketing SEALED DOCUMENT OR MOTION FILED

Case 08-1223 XYZ, Incorporated v. United States of America

Document: \\Desktop\\motionin081223.pdf Browse... Description: Sealed Motion for Extension of Time

Add Another

**NOTE**

230i: Unless Court has previously granted leave to file document under seal, document must be accompanied by certificate of confidentiality or motion to seal. [Local Rule 25(c)].

sealed document/mot filed/-/extend filing time

**Additional Information**

Extension to file what? Type in next text box if not in dropdown list.

opening brief and appendix

**Additional Information**

If nothing selected from dropdown list type reason for ext. in text box below:

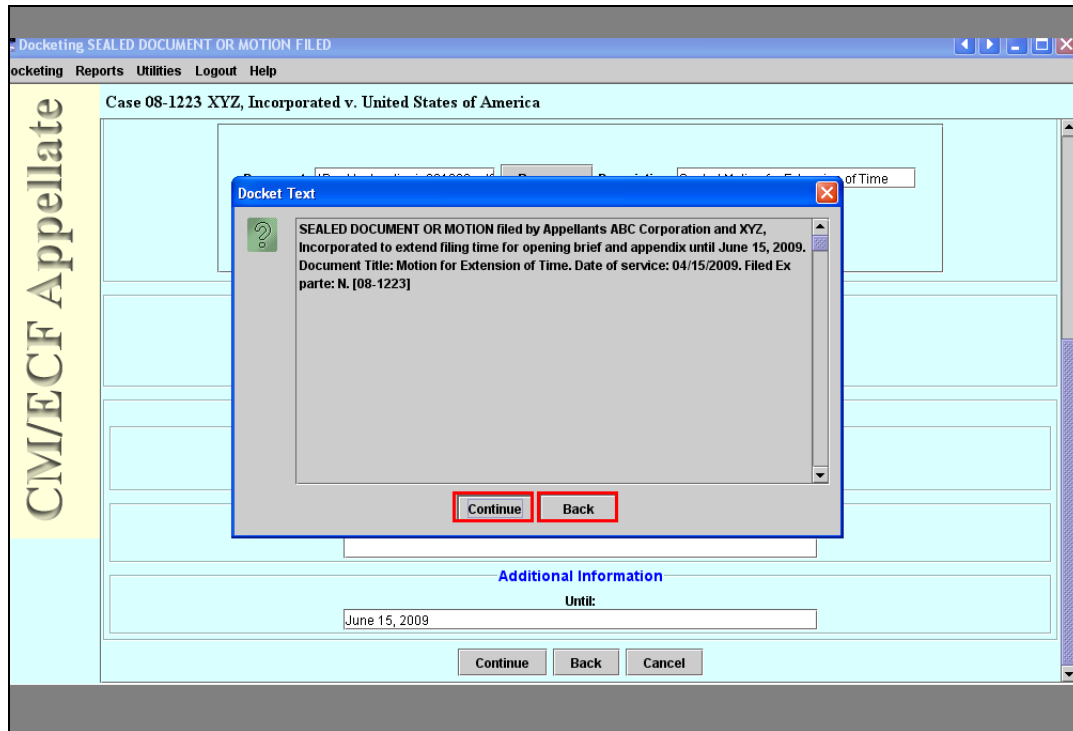
**Additional Information**

Until:

Continue Back Cancel

Slide 55

Slide notes: After typing our requested extension date of June 15, 2009, we'll click the Continue button.



## Slide 56

Slide notes: Next the Docket Text dialog box appears. This is our opportunity to read the text to confirm that we've have selected the correct parties and answered all additional information requests appropriately. If any information is incorrect or missing, we would click the Back button to make changes. Our information is correct, so we'll click Continue to proceed.

The screenshot displays the CM/ECF Appellate web interface. The main window title is "Docketing SEALED DOCUMENT OR MOTION FILED". The page header includes "Docketing Reports Utilities Logout Help". The case name is "Case 08-1223 XYZ, Incorporated v. United States of America". The "Document" field contains "X:\Desktop\motionin081223.pdf" and the "Description" field contains "Sealed Motion for Extension of Time". A modal dialog box titled "Event Review" is open, featuring a yellow warning icon and the following text: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below this, a summary of the transaction is provided: "SEALED DOCUMENT OR MOTION filed by Appellants ABC Corporation and XYZ, Incorporated to extend filing time for opening brief and appendix until June 15, 2009. Document Title: Motion for Extension of Time. Date of service: 04/15/2009. Filed Ex parte: N. [08-1223]". The dialog box has "Submit" and "Back" buttons, with "Submit" highlighted by a red rectangle. Below the dialog box, the main form includes a text box for "If nothing selected from dropdown list type reason for ext. in text box below:", an "Additional Information" section with an "Until:" field containing "June 15, 2009", and "Continue", "Back", and "Cancel" buttons at the bottom.

## Slide 57

Slide notes: The system gives us one last chance to review the docket text, again, if anything is incorrect, we'd click the Back button. To finalize the entry, we'll click Submit.

The screenshot displays the CM/ECF Appellate docketing interface. The main window title is "Docketing SEALED DOCUMENT OR MOTION FILED". The menu bar includes "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name is "Case 08-1223 XYZ, Incorporated v. United States of America".

The "Document" field contains the path "X:\Desktop\motionin081223.pdf" and the "Description" field contains "Sealed Motion for Extension of Time". An "Add Another" button is located below these fields.

An "Event Docketed" dialog box is overlaid on the screen, displaying the message: "The docketed transaction has been completed." with an "OK" button.

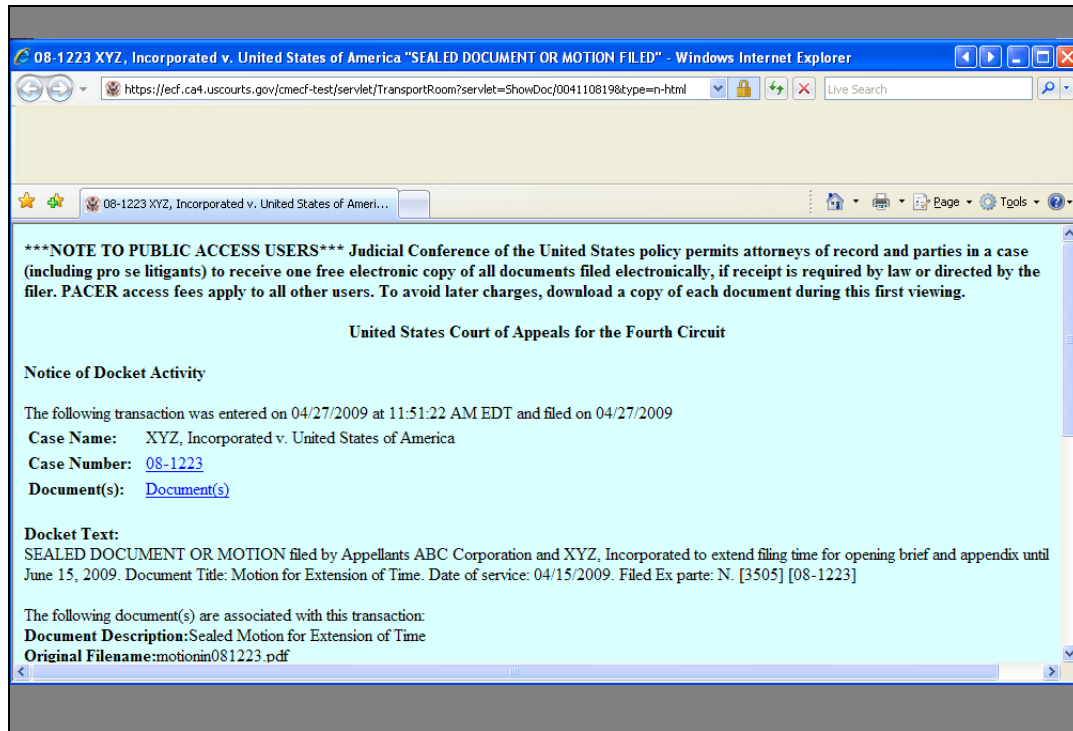
Below the dialog box, the "Additional Information" section includes a dropdown menu for "Extension to file what? Type in next text box if not in dropdown list." with the selected option "opening brief and appendix". A text box below this dropdown contains the text "If nothing selected from dropdown list type reason for ext. in text box below:". Another "Additional Information" section contains an "Until:" field with the date "June 15, 2009".

At the bottom of the form are three buttons: "Continue", "Back", and "Cancel".

## Slide 58

Slide notes: Once the entry has been successfully docketed, the Event Docketed dialog box will appear on the screen. We'll click OK to complete the entry.





## Slide 59

Slide notes: If you have pop-up blockers turned off in your Internet browser, the Notice of Docket Activity will launch on your screen. At the same time, the Notice of Docket Activity will be emailed to the Court and all ECF Users associated with the case, including counsel filing the document.

Docketing Please Select Event

Docketing Reports Utilities **Logout** Help

Case 08-1223 XYZ, Incorporated v. United States of America

## File a Document

Case: 08-1223 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: April 15, 2009

☒ Please Select Event Group Below

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgment
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Select One

☒ Please Select Event

Uncheck boxes for each case in which this document should not be filed.

Case Selection

☒ 08-1223 XYZ, Incorporated v. United States of America (Target Case)

CM/ECF Appellate

## LOGOUT

Slide notes: After closing the Notice of Docket Activity, CM/ECF brings us back to the File a Document screen. To exit CM/ECF, we'll click Logout from the menu bar.

### Error Correction

Each attorney filing will be reviewed by the Clerk's office. If the filing is incomplete, incorrect or filed in the wrong case, a notice will be issued directing correction and re-filing.

- If you realize you need to change something **BEFORE** you commit the entry, you can use the **BACK** button or **CANCEL** button.
- If you realize you made a mistake **AFTER** you commit the entry, contact the Clerk's Office.

**Fourth Circuit ECF Help Desk - 804-916-2767**

### ERROR CORRECTION

Slide notes: All entries made by ECF filers will be reviewed by the Clerk's office. If there is a problem with your filing, a Notice of Docket Correction will be issued, requesting correction within two days. Please contact the Clerk's office if you realize you've made a mistake after completing a filing. If you have any questions regarding filing, please call the Fourth Circuit ECF Helpdesk at 804-916-2767.

**Resources on the Fourth Circuit Web Site**

**Quick Links to Helpful ECF Web Pages**

1. [ECF Frequently Asked Questions](#)
2. [CM/ECF User Manual](#)
3. [Administrative Order 08-01](#)
4. [CM/ECF Filer Log-in Page](#)
5. [Interactive PDF Forms](#)

## WEBSITE

Slide notes: Also, remember the Fourth Circuit web page has a variety of ECF resources available 24 hours a day. Please visit the site often for updates.

**Complete Training Requirements and Registration**



1. [Review and Certification Form](#)
2. [Appellate CM/ECF Filer Registration](#)

Your account will be activated once you successfully complete the Review and Certification form.

**END**

## COMPLETE REQUIREMENTS

Slide notes: Now that you have reviewed the Fourth Circuit ECF Policies and Appellate ECF filing, please complete the Review and Certification Form and your Appellate ECF Registration. Use the links on this page to complete each step. Upon receipt of a passing Review score, at least 80%, and your ECF registration, your account will be activated. Click the End button to close this lesson.



EXIT

Slide notes: